



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
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Chapter:	A	Forms	10-30-2006
Subchapter:	1	Forms	
Issuance:	5.25	CP&P Form 5-25, Police Check	

Click here to view CP&P Form [5-25](#), Police Check.

Instructions 10-30-2006

PURPOSE AND USE

When required or authorized by agency policy, this form is used to obtain a municipal criminal history check on:

- Resource family parent applicants, and adult members of their households;
- Volunteer applicants; and
- Licensed resource family parent, and adult members of their households.

INSTRUCTIONS FOR COMPLETING THE FORM

A separate form is completed and signed by each adult for whom CP&P is requesting a criminal history check. For resource family parent applicants, their adult household members and new adult household members in a licensed resource family home, send CP&P Form [5-25](#) with the CP&P Form [5-2f](#), Police Check Cover Letter, to the Police Chief in:

- Each municipality in which the person has lived during the last five years, and
- The nearest municipalities in the bordering state, when the person lives in a municipality that borders another state.

As part of the resource family home reevaluation process, for licensed resource family parents and their adult household members who have continued to reside in the same municipality since the previous municipal police check was completed, send CP&P Form [5-25](#) with the CP&P Form [5-2f](#), Police Check Cover Letter, to the Police Chief in the municipality in which the foster parents reside.

DISTRIBUTION

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| Original | - Police Chief - file in the resource family applicant's home record when returned from Police Chief |
| Copy | - Prospective resource family parent's record |